

CAREER PROGRAM12
PROFESSIONAL CERTIFICATE IN SAFETY AND OCCUPATIONAL HEALTH
PROCEDURES
12AUG21 Version

A. **PURPOSE.** This document provides requirements and application procedures for the Career Program 12 (CP-12) Safety and Occupational Health Certificate - Level 1. The purpose of this certificate is to recognize those individuals possessing general knowledge and understanding of safety and occupational health principles and requirements.

B. **SCOPE.** This certificate is open to all military Service Members and other government employees who meet the requirements described in this document.

C. **ACCREDITATION.** This certificate is accredited through the American National Standards Institute (ANSI) and conforms to ANSI/ASTM E2659-18, "Standard Practice for Certificate Programs."

D. **REQUIREMENTS.** This certificate will be awarded to individuals demonstrating completion of training as per the current version of the CP-12 Form 3.0; section III is only for those in the apprentice program (formerly intern program), sections IV and V apply to all applicants, and directions are provided on pages 4 and 5.

E. **PROCESS.**

1. Preparing the Application:

a. The applicant will assess their application status by reviewing the CP-12 Form 3.0 and the corresponding CP-12 Equivalency Matrix for Professional Certificate in Safety. These documents are located at <https://safety.army.mil/CP-12/Certificate-Programs>

b. The applicant documents completion of training on CP-12 Form 3.0; section III is only for those in the apprentice program (intern program), sections IV and V apply to all applicants, and directions are provided on pages 4 and 5.

c. The applicant must provide substantiating documents as proof of training. Documentation includes certificates, ATTRS transcripts, college transcripts (unofficial), ORB/ERB/DD214, etc. Official transcripts are not required.

d. The application must include a personal biography or resume showing experience and assignments within safety. Also, the application must include a cover memo that is endorsed through the ACOM/ASCC/DRU Safety Office. See attached sample memo.

2. Reviewing the Application: Applicants should seek assistance as needed from a CP-12 professional within their chain of command. Each ACOM/ASCC/DRU safety office has a person who is capable of providing assistance and reviewing applications.

3. Submitting the Application. Applications will be submitted electronically as follows:

a. Order:
 (1) Cover Memo endorsed by Senior Safety Director (ACOM/ASCC/DRU)
 (2) Bio or Resume
 (3) Completed CP-12 Form 3.0
 (4) Supporting documentation of CP-12 Form 3.0 in the order that is listed in Section IV, beginning with a. Safety Program Management through ag. Civilian Education System Foundation Course.

b. Format: Documentation will be submitted in as a single PDF file with all documents oriented upright.

c. Routing: Submit applications through your ACOM/ASCC/DRU Senior Safety Director for validation and endorsement. If the application is validated the ACOM/ASCC/DRU Safety Director will send the endorsed application to the CP-12 Certificate Manager at usarmy.rucker.hqda-secarmy.mbx.safe-cp12cert@mail.mil to be paneled. If the application is not validated the ACOM/ASCC/DRU will return the application to the applicant with comments.

4. Application Panel:

a. Applications endorsed by the ACOM/ASCC/DRU Senior Safety Director and received by CP-12 are reviewed by a CP-12 certificate review panel. The panel assesses applications to ensure all requirements have been met. Panels are typically conducted on a quarterly basis. Panel procedures are as follows:

b. Panels are composed of at least 5 senior CP-12 professionals (GS-14/15) that meet as a cohort to review applications. A member of the career program office will lead each panel and begin the panel by briefing the panel members on the panel process. Panel members document their findings using the appropriate evaluation matrix form. Reviews are based on the panel member's ability to verify the applicant's completion of training or training equivalencies. Based on the panel's findings the following will occur:

(1) CP-12 will notify applicants by email regarding the results of the panel. If approved, CP-12 will provide the certificate number via email and mail a hard copy certificate to the applicant.

(2) If not approved CP-12 will inform the applicant by email and provide guidance on actions required to successfully complete the certificate requirements or the application process. Applicants are welcome to reply with a request for a second review by providing a summary of their disagreement and any substantiating documentation.

5. Certificate Records: The CP-12 Certificate Manager will maintain a data base of all certificate holders that includes the type, date and number of each certificate. Individuals can contact the Certificate Manager to request verification of certificates and to request certificate information or replacements.

Approved by: Paul Clark

Lead, Installation Career Field – Safety and Occupational Health Functional Area

(OFFICE SYMBOL)

(Date)

MEMORANDUM THRU

(Applicant's MSC Safety Director *if required within organization*)

(ACOM/ASCC/DRU Safety Director)

TO: CP-12 Certificate Manager

SUBJECT: Application for CP-12 Professional Certificate - Level 1, (Applicant's Name)

1. Purpose of this memorandum is to initiate application for the CP-12 Professional Certificate in Safety and Occupational Health for the following:

- a. (Applicant's name).
- b. (Applicant's pay plan, series and grade).
- c. (Applicant's job title).
- d. (Applicant's current organization).
- e. (Phone number).
- f. (Email address).

2. The following documents are provided to verify satisfaction of requirements:

- a. Level I Skills Assessment - completed
- b. Biography or Resume
- c. Supporting documentation for Level I Skills (a-ag) – transcripts, certificates of completion, etc.

3. Your packet must have the proper endorsements and be sent to the CP-12 Career Program Management Office; attention CP-12 Certificate Manager, at usarmy.rucker.hqda-secarmy.mbx.safe-cp12cert@mail.mil

(Applicant Signature)

(Title)

(Command/Installation/Activity)

(Safety Director Signature)

(Title)

(ACOM/ASCC/DRU)

Encls

as